



Scouts
NI

Finance & Administrative Assistant

Application Information Pack

Welcome

At Scouts NI everyone is welcome. Every week more than 8,600 young people aged 4-25 take part in Scouting across Northern Ireland, supported by over 2,600 adult volunteers. Through our six sections, Squirrels, Beavers, Cubs, Scouts, Explorers and Network, we give young people the skills they need for school, work, challenges and big dreams.

We are strong advocates for diversity, equity and inclusion. We are guided by our values of integrity, respect, care, belief and cooperation. At a time when communities can feel divided, Scouting brings people together. We encourage our young people to do more, learn more and be more. As part of a worldwide movement, we are creating stronger communities and inspiring positive futures.

This role is an opportunity to be part of that journey and help us support even more young people across Northern Ireland.



Stephen Bell

Scouts NI Chief Volunteer



Jonathan Gracey

Scouts NI Chief Executive

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I want a new generation to learn the skills, friendship and belonging I felt when I needed them most. I want to show that the outdoors is a place for all of us to be at our best, that Scouts is truly open to all.



Dwayne Fields
UK Chief Scout

Finance & Administrative Assistant

Purpose:	To provide general finance and administrative services at the Northern Ireland Scout Office and Crawfordsburn Activity Centre.
Base Location:	Scouts NI Headquarters, 109 Old Milltown Road, Belfast BT8 7SP
Term:	• Full Time (35 hours) or Part Time (28 hours) may be considered. • Permanent. • Office based at the above address. • Occasional out of hours work may be required for which time off in lieu will be given. • Full Time - Monday to Friday, 9.00 am to 5.00 pm. • Part Time - 4 days within Monday to Friday 9.00 am to 5.00 pm. • The appointment is subject to completion of a satisfactory probationary period of not less than six months.
Salary:	£25,387.00 per annum (pro rata)
Responsible to:	Administration Manager
Disclosure:	AccessNI Enhanced Disclosure check required.
References:	Appointment will be subject to two satisfactory references.

Job Description

Income & Payments

- Recording all income and expenditure for Scouts NI and Crawfordsburn Activity Centre in Excel and Sage accounting system.
- Ensure invoices and expense claims are appropriately authorised, paid within agreed time limits and entered into Excel and Sage accounting system.
- Processing e-commerce orders received through the scoutsni.org website.
- Recording all income and expenditure for Scouts NI events and producing reports, as required.

Reconciliations

- Reconcile bank accounts monthly.
- Reconcile Stripe and Sumup (Credit/Debit card) income and expenditure against the income record and bank statements.
- Reconcile Standing Orders and Direct Debits against bank statements.
- Perform such other reconciliations as requested by the Administration Manager and Chief Executive.
- Reconcile Scouts NI Credit Card payments

Reports & Audit

- Assist with producing monthly income and expenditure spreadsheets.
- Assist with the preparation of annual budgets and related reports.
- Assist the Chief Executive with the gathering of information required to complete the year end accounts and assisting with the preparation of accounts for review by external auditor.
- Assist with the mapping of grant expenditure and the drafting of reports for funders.

Supporting the Board & Sub-Committees

- Assist the Chief Executive with providing advice and reports to the Scouts NI Board of Trustees and Sub-Committees.
- Support the maintenance of fixed asset and physical asset registers.

General Office Duties

- Providing support to volunteers on The Scout Association's Membership System.
- Answering email and telephone enquiries.
- Dealing with sending and receiving post and deliveries.
- Recording, filing and retrieval of information and documentation.
- Providing a broad range of administrative support, as required.
- Undertake any other duties as required, that are within the competence of the post holder and conducive to the effective delivery of the role.



About you

Essential Criteria

- 5 GCSEs A*-C, including English Language and Maths.
- Competency in Microsoft Office packages (in particular Excel).
- Experience using Accounting Software and using online banking.
- Minimum of 1 year of experience working in an office environment in a Finance and Admin role.
- Confident working both independently and as part of a team.
- Excellent attention to detail and accuracy in managing financial records.
- Driving licence and access to a car for business activities.
- Be willing to become a member of The Scout Association.

Desirable Criteria

- Experience using Jotform and Mailchimp (or similar).
- Experience using social media platforms and website maintenance.

Be Part of Something Bigger

We're looking for someone who's organised, positive and ready to play their part in helping us deliver skills for life. As our **Finance & Administrative Assistant**, you'll help keep things running smoothly so our volunteers can focus on supporting young people to dream big, try new things and gain confidence for the future.

Sound like you? Step up, speak up and [apply here](#).

- **Closing date:** Monday 1st December 2025 at 10.00 am.
- **Interview date:** Monday 8th December 2025.
- **Start date:** As soon as possible.



Scouts NI Headquarters,
109 Old Milltown Road, Belfast BT8 7SP